

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**SURVEY COORDINATOR  
ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs professional, technical, and administrative surveying work in overseeing and coordinating surveying activities and operations in the Engineering Department. Employee reports to Assistant City Engineer.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class coordinates the organization, staffing, and operational activities for the City's surveying program within the Engineering Department. Employee schedules, assigns, and oversees the work of survey parties engaged in the collection of survey data for route construction, property drainage, utilities, and related improvement projects. Employee may make decisions involving land-surveying methods related to proposed easements and right-of-way determinations. Employee coordinates conversion of raw survey data into a format suitable for drafting, design, and mapping projects. Employee manages surveying consultant contracts within the Engineering Department. Employee coordinates assigned activities with other departments, outside agencies, and the general public. Employee provides responsible and complex staff assistance to the Assistant City Engineer. Employee must exercise tact and courtesy in frequent contact with City staff, outside agencies, and the general public regarding the coordination of assigned activities. Work is performed under general supervision of the Assistant City Engineer and is evaluated through conferences, observations, and results of assigned projects.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Coordinates and oversees field parties engaged in survey work; acts as survey party chief.

Provides contractors, consultants, City departments, and the general public with technical information.

Reviews easements and plats to ensure compliance with mapping standards required by the North Carolina General Statutes for recorded maps.

Researches deeds of property to be surveyed.

Prepares maps and performs calculations related to right-of-way and property surveys.

Utilizes and maintains various types of surveying equipment.

Utilizes specialized computer applications to perform computer-automated drafting and design.

Assists in the selection and training of technical personnel.

## **SURVEY COORDINATOR**

Assists in planning of short- and long-range projects.

Stays abreast of new trends and innovations in the field of surveying.

Provides contractors, consultants, other City departments, and the general public with technical information relating to engineering projects, policies and procedures, and general information.

Assists in the preparation of design drawings, specifications, quantity take-off, construction cost estimates and contract documents.

Assists in the formulation of long-range programs for public works and related areas; performs research and investigations pertaining to public works and related areas.

Provides insight and guidance to subordinate and other technical staff in all areas of the department's policies, procedures and standards.

Performs duties of a clerical nature including, but not limited to, composing correspondence and reports, manual and electronic filing, collecting and entering data, developing charts and maps, etc.

Maintains all necessary daily records and reports on any projects assigned.

Exercises and applies technical expertise in the resolution of problems and consults with other technical and professional staff.

Confers with other department staff and the supervisor on questions of departmental policies and other technical problems.

Assists management in the implementation and enforcement of all City ordinances and permitting processes handled by the Engineering Department.

Prepares and maintains a variety of records and reports, entering data into a computer.

### **ADDITIONAL JOB FUNCTIONS**

Fills-in during the absence of other department personnel.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of land and engineering survey systems, methods, and techniques.

Considerable knowledge of and skill in the use of surveying instruments and equipment.

Considerable knowledge of civil engineering as applied to the design and construction of a variety of public works facilities and utilities.

Thorough knowledge of engineering mathematics.

Skill in the use of specialized computer applications to calculate surveys and to perform computer-automated drafting.

Ability to oversee the technical work of others.

Ability to use GPS (Global Positioning Systems) for surveying.

Ability to express ideas effectively both in oral and written form.

Ability to work independently in the absence of supervision.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

## **SURVEY COORDINATOR**

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Surveying or Civil Engineering from an accredited college or university with major course work in surveying or a related field, and 4 years of responsible professional surveying experience; and/or any equivalent combination of training and experience required to perform the essential positions functions.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the State of North Carolina. Possession of a Professional Land Surveyor's license issued by the North Carolina Board of Registration for Professional Engineers and Land Surveyors.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Non-Exempt  
Salary Grade 18